

**A RESOLUTION  
BY CITY UTILITIES COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ELECTRICAL TESTING, INC. FOR FC-5031, ANNUAL CONTRACT FOR ELECTRICAL TESTING AND INSPECTION SERVICES ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT/BUREAU OF DRINKING WATER, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FORTY-THREE THOUSAND NINE HUNDRED EIGHTY DOLLARS AND NO CENTS (\$343,980.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE LISTED FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS IN THE FOLLOWING AMOUNTS: FY 2010 - \$117,000 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT), FY 2011 - \$226,980.00 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Atlanta ("City") did advertise for FC-5031, Annual Contract for Electrical Testing and Inspection Services on behalf of the Department of Watershed Management; and

**WHEREAS**, the Commissioner of the Department of Watershed Management ("DWM") has identified the need for an annual contract that will provide independent inspection services to inspect test and or calibrate electrical equipment for the Department of Watershed Management/ Bureau of Drinking Water; and

**WHEREAS**, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended that FC-5031, Annual Contract for Electrical Testing and Inspection Services be awarded to Electrical Testing, Inc. in an amount not to exceed Three Hundred Forty-Three Thousand Nine Hundred Eighty Dollars and No Cents (\$343,980.00).

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Mayor is authorized to enter into an Agreement with Electrical Testing, Inc. for FC-5031, Annual Contract for Electrical Testing and Inspection Services on behalf of the Department of Watershed Management, in an amount not to exceed Three Hundred Forty-Three Thousand Nine Hundred Eighty Dollars and No Cents (\$343,980.00).

**BE IT FURTHER RESOLVED**, that the term of the Agreement will be for one (1) year with two (2) one (1) year renewal options at the sole discretion of the City.

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to prepare an appropriate Agreement for execution by the Mayor.

**BE IT FURTHER RESOLVED**, that the Agreement will not become binding on the City and the City will incur no obligation or liability under it until it has been approved as to form by the City Attorney, executed by the Mayor, attested to by the Municipal Clerk and delivered to the Electrical Testing, Inc.

**BE IT FURTHER RESOLVED**, that the funding of the Agreement shall be subject to and expressly contingent upon the City's adoption and approval of the FY 2011 budget and the appropriation of sufficient funds to the associated funding sources.

**BE IT FINALLY RESOLVED**, that all contracted work shall be charged to and paid from the listed Fund Department Organization and Account Numbers in the following amounts: FY 2010 - \$117,000 - 5051 (Water & Wastewater Revenue Fund) 170407 (DWM Drinking Water Facility Maintenance) 5222002 (Repair & Maintenance-Buildings) 4430000 (Treatment) FY 2011 - \$226,980.00 - 5051 (Water & Wastewater Revenue Fund) 170407 (DWM Drinking Water Facility Maintenance) 5222002 (Repair & Maintenance-Buildings) 4430000 (Treatment).



KASIM REED  
MAYOR

**CITY OF ATLANTA**  
55 TRINITY AVENUE, SW, SUITE 5400, SOUTH BLDG.  
ATLANTA, GEORGIA 30303-0324  
OFFICE (404) 330-6081  
FAX (404) 658-7194

CITY OF ATLANTA  
DEPT. OF PROCUREMENT

10 JAN 12 AM 9:21  
DEPARTMENT OF  
WATERSHED MANAGEMENT  
ROBERT J. HUNTER  
Commissioner

January 8, 2010

**MEMORANDUM**

**TO:** Adam L. Smith, Chief Procurement Officer  
Department of Procurement

**FROM:** Robert J. Hunter, Commissioner  
Department of Watershed Management *Robert J. Hunter* <sup>xl</sup>

**RE:** **AWARD RECOMMENDATION**  
**FC-5031, Annual Contract for Electrical Testing and Inspection Services**

The Department of Watershed Management received one (1) bid for the above referenced services. After careful review, it is the recommendation of the Department of Watershed Management that the contract for the above referenced services be awarded to the lowest, most responsive and responsible bidder, **Electrical Testing, Inc. in an amount not to exceed \$343,980.00.**

**All funds shall be charged to and paid from:**

FY2010: 5051(WATER & WASTEWATER REVENUE FUND).170407(DWM DRINKING WATER FACILITY MAINTENANCE).5222001(REPAIR AND MAINTNANCE-FACILITY) 4430000 (TREATMENT)  
\$117,000.00

FY2011: 5051(WATER & WASTEWATER REVENUE FUND).170407(DWM DRINKING WATER FACILITY MAINTENANCE).5222001(REPAIR AND MAINTNANCE-FACILITY) 4430000 (TREATMENT)  
\$226,980.00

Requisition#: 1928470

Please prepare the appropriate legislative summary for Cycle 3, February 15, 2010. If you have any questions, please feel free to contact Willie Canidate, Contracting Officer, Sr., at (404) 330-6335 or Gwendolyn J. Carswell, Watershed Manager, at (404) 330-6331.

c: Sheila Pierce, DWM  
Chris Hebbard, DWM  
Angelo Veney DWM  
Cathy Martin, DOP  
Benjamin Kuku, DW  
Pati McMahon, DWM  
Maisha Land-Wood, DWM  
Willie Canidate, DWM



## CITY OF ATLANTA

Shirley Franklin  
Mayor

SUITE 1700  
55 TRINITY AVENUE, SW  
ATLANTA, GA 30303  
(404) 330-6010 Fax: (404) 658-7359  
Internet Home Page: [www.atlantaga.gov](http://www.atlantaga.gov)

OFFICE OF CONTRACT COMPLIANCE  
Hubert Owens  
Director  
[howens@atlantaga.gov](mailto:howens@atlantaga.gov)

### MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer  
Department of Procurement

FROM: Hubert Owens, Director *HO*  
Mayor's Office of Contract Compliance

RE: **Bid Recommendation for FC 5031, Annual Contract for Electrical Testing and Inspection Services**

DATE: January 11, 2010

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The Office of Contract Compliance has reviewed Electrical Testing, Inc's (ETI) bid for minority and female business enterprise participation. ETI has been deemed responsive by the Office of Contract Compliance. For your information, they have committed to utilize AABEs, HBEs and FBEs as indicated below:

**Electrical Testing, Inc.**

Clay Electric Co.	FBE	3%
Mayer Electric Supply Co., Inc.	FBE	3%
AC + DC Power Technologies, LLC	HBE	7%
B + S Electric Supply Co., Inc.	AABE	7%
Landers and Associates	AABE	7%
Uptime Electric Co., Inc.	AABE	7%
<b>Participation Total</b>		<b>34%</b>

If you have questions, please contact me at (404) 330-6010 or Bruce T. Bell at (404) 330-6009.

cc: File  
Mano A. Smith, DOP

**LEGISLATIVE SUMMARY**  
**(FC-5031, Annual Contract for Electrical Testing and Inspection Services)**

**TO: CITY UTILITIES COMMITTEE**

**CAPTION**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ELECTRICAL TESTING, INC. FOR FC-5031, ANNUAL CONTRACT FOR ELECTRICAL TESTING AND INSPECTION SERVICES ON BEHALF OF THE DEPARTMENT/BUREAU OF DRINKING WATER OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FORTY-THREE THOUSAND NINE HUNDRED EIGHTY DOLLARS AND NO CENTS (\$343,980.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE LISTED FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS IN THE FOLLOWING AMOUNTS: FY 2010 - \$117,000 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT), FY 2011 - \$226,980.00 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWMDRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.**

<b>Committee Meeting Date:</b>	<b>February 9, 2010</b>
<b>Council Meeting Date:</b>	<b>February 15, 2010</b>
<b>Legislation Title:</b>	<b>FC-5031, Annual Contract for Electrical Testing and Inspection Services</b>
<b>Requesting Dept.:</b>	<b>Watershed Management</b>
<b>Contract Type:</b>	<b>BID (Services)</b>
<b>Advertisement:</b>	<b>Web: 11/25/2009</b>
<b>Bids/Proposals Due:</b>	<b>December 16, 2009</b>
<b>Invitations Mailed:</b>	<b>20</b>
<b>Bids/Proposals Received:</b>	<b>1</b>
<b>Bidders:</b>	<b>Electrical Testing, Inc.</b>
<b>Contractor:</b>	<b>Electrical Testing, Inc.</b>
<b>Estimated Value:</b>	<b>\$343,980.00</b>

**Scope Summary:** The City requires the service of a recognized independent testing firm or independent electrical consulting firm to provide electrical testing, inspection, and reporting for various Department of Watershed Management facilities.

**Background:** Original contract, execution to be determined.

**Evaluation Team:** Representatives from the Department of Watershed Management and Office of Contract Compliance

**Term of Contract:** Period of one (1) year with two (2) one (1) year renewal options.

**Fund Account Centers:** FY 2010 - \$117,000 - 5051 (Water & Wastewater Revenue Fund) 170407 (DWM Drinking Water Facility Maintenance) 5222002 (Repair & Maintenance-Buildings) 4430000 (Treatment)  
FY 2011 - \$226,980.00 - 5051 (Water & Wastewater Revenue Fund) 170407 (DWM Drinking Water Facility Maintenance) 5222002 (Repair & Maintenance-Buildings) 4430000 (Treatment).

**Prepared By:** Mano Smith, Contracting Officer

**Contact Number:** (404) 330-6351

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:** City Utilities

**Caption:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ELECTRICAL TESTING, INC. FOR FC-5031, ANNUAL CONTRACT FOR ELECTRICAL TESTING AND INSPECTION SERVICES ON BEHALF OF THE DEPARTMENT/BUREAU OF DRINKING WATER OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FORTY-THREE THOUSAND NINE HUNDRED EIGHTY DOLLARS AND NO CENTS (\$343,980.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE LISTED FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS IN THE FOLLOWING AMOUNTS: FY 2010 - \$117,000 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT), FY 2011 - \$226,980.00 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.

**Council Meeting Date:** February 15, 2010

**Requesting Dept.:** Watershed Management

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

The Purpose Of This Legislation Is To Authorize A Contractual Agreement For FC-5031, Annual Contract For Electrical Testing And Inspection Services, In The Amount Of \$343,980.00 To Be Funded Over FY2010 and FY 2011.

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

The Purpose Of This Legislation Is To Authorize A Contract To Provide Independent Testing Services To Inspect, Test And Or Calibrate Electrical Equipment For The Department Of Watershed Management, Bureau Of Drinking Water.

**3. If Applicable/Known:**

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc): SERVICES

(b) Source Selection: COMPETITIVE BID

(c) Bids/Proposals Due:

(d) Invitations Issued:

(e) Number of Bids:

(f) Proposals Received:

(g) Bidders/Proponents:

(h) Term of Contract: T

**4. Fund Account Center (Ex. Name and number):** \$343,980.00

FY 2010 - \$117,000 - 5051 (WATER & WASTEWATER REVENUE FUND). 170407 (DWM DRINKING WATER FACILITY MAINTENANCE). 5222002 (REPAIR & MAINTENANCE-BUILDINGS). 4430000 (TREATMENT).

FY 2011 - \$226,980.00 - 5051 (WATER & WASTEWATER REVENUE FUND). 170407 (DWM DRINKING WATER FACILITY MAINTENANCE). 5222002 (REPAIR & MAINTENANCE-BUILDINGS). 4430000 (TREATMENT).

Fund: \_\_\_\_\_ Account: \_\_\_\_\_ Center: \_\_\_\_\_

**5. Source of Funds: Example: Local Assistance Grant )**

**6. Fiscal Impact:** \$343,980.00

**Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.**

**7. Method of Cost Recovery: WATER AND WASTEWATER REVENUE FUND**

**Examples:**

**a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.**

**b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.**

**This Legislative Request Form Was Prepared By:** WILLIE CANIDATE, CONTRACTING OFFICER, SR., EXT. 6335.



TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Chief of Staff

Dept.'s Legislative Liaison: \_\_\_\_\_ Maisha L. Wood \_\_\_\_\_

Contact Number: \_\_\_\_\_ (404) 330-6887 \_\_\_\_\_

Originating Department: \_\_\_\_\_ Department of Watershed Management \_\_\_\_\_

Committee(s) of Purview: \_\_\_\_\_ City Utilities \_\_\_\_\_

Chief of Staff Deadline: \_\_\_\_\_ January 29, 2010 \_\_\_\_\_

Anticipated Committee Meeting Date(s): \_\_\_\_\_ February 9, 2010 \_\_\_\_\_

Anticipated Full Council Date: \_\_\_\_\_ February 15, 2010 \_\_\_\_\_

Legislative Counsel's Signature: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ &P

Chief Procurement Officer Signature: \_\_\_\_\_

**CAPTION**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ELECTRICAL TESTING, INC. FOR FC-5031, ANNUAL CONTRACT FOR ELECTRICAL TESTING AND INSPECTION SERVICES ON BEHALF OF THE DEPARTMENT/BUREAU OF DRINKING WATER OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED FORTY-THREE THOUSAND NINE HUNDRED EIGHTY DOLLARS AND NO CENTS (\$343,980.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE LISTED FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS IN THE FOLLOWING AMOUNTS: FY 2010 - \$117,000 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT), FY 2011 - \$226,980.00 - 5051 (WATER & WASTEWATER REVENUE FUND) 170407 (DWM DRINKING WATER FACILITY MAINTENANCE) 5222002 (REPAIR & MAINTENANCE-BUILDINGS) 4430000 (TREATMENT); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$343,980.00

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: \_\_\_\_\_ 1.26.10 \_\_\_\_\_ Reviewed by: \_\_\_\_\_ 1/27/10  
(date) (date)

Submitted to Council: \_\_\_\_\_ (date)